

## AGENDA RESERVATION REQUEST

### CITY OF FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY

Please type or print

<b>Date Submitted:</b>	05/19/20	<b>Meeting Date:</b>	06/01/20
<b>Contact Information:</b>			
<b>Requested by:</b>	Chief Matt Culp		
<b>On Behalf of Organization or Individual:</b> Fire Department			
<b>Telephone:</b>	346-1220 or 736-3650		
<b>Email address:</b>	<a href="mailto:mculp@franklin.in.gov">mculp@franklin.in.gov</a>		
<b>Mailing Address:</b>	1800 Thornburg Lane		
<b>Describe Request:</b>			
Permission to apply for the FY21 Indiana Homeland Security Foundation Grant Program			
<b>List Supporting Documentation Provided:</b>			
Notice of Funding Opportunity Requested Training Equipment			
<b>Who will present the request?</b>			
<b>Name:</b>	Chief Matt Culp	<b>Telephone:</b>	346-1220 or 736-3650

*The Franklin Board of Works meets on the 1st and 3rd Monday of each month at 5:15 p.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.*



# NOTICE OF FUNDING OPPORTUNITY

Indiana Homeland Security Foundation Grant Program

Fiscal Year 2021 (FY21)

## AWARD INFORMATION

Competitive Projects:

\$4,000.00 maximum award

Performance Period:

July 1, 2020 – June 30, 2021

## APPLICATION DEADLINE

Grant Application:

June 15, 2020 at 5:00 p.m. EDT

## PRE-APPLICATION REGISTRATION REQUIREMENTS

Applicants intending to apply for this funding opportunity must meet two (2) state stipulated registration requirements. Prior to submitting an application, an applicant must:

1. **Be registered as a vendor with the State of Indiana; and**
2. **Be registered as a bidder with the State of Indiana.**

Detailed information regarding State of Indiana vendor and bidder registration are provided in this Notice of Funding Opportunity (NOFO) in Appendix B and should be reviewed and followed to ensure these requirements have been satisfied.

## IDHS CONTACT INFORMATION

If applicants have any questions about the information contained within the Notice of Funding Opportunity (NOFO) or need technical assistance in completing a grant application, please submit a [Grants Support Ticket](#) (click on link).



## TABLE OF CONTENTS

PROGRAM OVERVIEW .....	3
Introduction .....	3
Program Synopsis .....	3
Eligibility Criteria .....	3
Award Limits .....	3
FUNDING GUIDELINES .....	4
Priority Areas .....	4
Items Frequently Approved for Funding: .....	5
Items Frequently Denied for Funding: .....	5
Budget .....	5
APPLICATION EVALUATION .....	6
AWARD NOTIFICATION .....	6
REPORTING .....	7
Program and Fiscal Reports .....	7
Closeout Reporting Requirements .....	7
DATES TO KNOW .....	7
MONITORING .....	7
APPENDIX A: APPLICATION INFORMATION .....	8
Grant Application Mechanism and Methodology .....	8
Grant Application Framework .....	8
Application Section: .....	8
Foundation Grant Section: .....	12
Budget Forms Section .....	13
Certification Section: .....	14
Required Attachments Section .....	14
Submitting Application .....	14
APPENDIX B: REQUIRED REGISTRATIONS .....	15
Vendor Registration with the State of Indiana .....	15
Bidder Registration with the State of Indiana .....	15

## PROGRAM OVERVIEW

### Introduction

The Indiana Homeland Security Foundation Grant (Foundation Grant) program supports public safety projects which are in alignment with IDHS's local and district needs, with a focus on ensuring citizen safety.

The purpose of this notice is to provide:

- Formal grant guidance and application materials needed to apply for funding under the Foundation Grant program (see Appendix A for more information); and
- Administrative requirements that must be met in order to meet the specifications of state regulations.

### Program Synopsis

The Foundation Grant program supports critical public safety projects such as equipping emergency responders with personal protective equipment, acquiring equipment for use by emergency responders and funding training for emergency responders across Indiana at the local level.

### Eligibility Criteria

Eligible applicants are any public safety entities such as fire departments, law enforcement agencies, emergency management agencies or emergency medical services agencies or associations.

An association, such as a fire association, must apply through a fire department, law enforcement agency or emergency management agency office. If the grant funding will benefit more than one entity (i.e. multiple fire departments) each entity must be identified within the application.

Eligibility requirements include (see Appendix B for more information):

- Vendor registration with the State of Indiana; and
- Bidder registration with the State of Indiana

### Award Limits

Applications through the Foundation Grant program are limited to \$4,000.00. The maximum Foundation Grant award is \$4,000.00 per entity.



## FUNDING GUIDELINES

Existing funds for a project may not be displaced by funds awarded through the Foundation Grant program and reallocated for other organizational expenses.

### Priority Areas

Funds made available through the Foundation Grant program may only be used for and must be consistent with the priority areas (life safety, standard operational items and supplementing current capabilities) set forth in this award.

Applications must concentrate on **ONE** of the following priority areas:

- **Life safety (i.e. lifesaving activities & equipment):** Items that would provide immediate lifesaving measures. Some items could also fall into another priority area below; however, this priority area focuses on items that do not exist in the department. Successful applications will clearly lay out how these items would contribute to life safety. Examples include but not limited to the following:
  - Automated external defibrillators (i.e. AEDs);
  - Personal protective equipment (i.e. PPEs);
  - Thermal imaging camera;
  - Smoke and/or carbon monoxide alarms;
  - Gas/air monitoring equipment (3 or 4-gas meters);
  - Medical equipment including oxygen;
  - Extrication equipment; and/or
  - Water/ice rescue gear.
- **Standard operational items (i.e. day-to-day operational requirements):** Items used on a daily basis but do not fall into an immediate life safety category. These are items that a department may already have but may be broken or out-of-service. For instance, a ladder on one of the department's trucks had been damaged on a call, could not be repaired and became out-of-service. Successful applications will clearly lay out how these items would enhance standard operational items. Examples include but not limited to the following:
  - Hazardous materials reference guides;
  - Handheld tablets (in order to monitor computer aided dispatch (i.e. CAD) or conduct research);
  - Portable breath testers;
  - Tire-deflation devices; and/or
  - Scene lighting equipment.
- **Supplementing current capabilities (i.e. improvements to existing capabilities):** This is an item/piece of equipment that would increase the ability of a public safety entity to do a job they currently do. Examples include but not limited to the following:
  - If a police department has wearable cameras or electronic control devices but they don't have enough for every officer. Buying more would supplement their current abilities.
  - If a rescue team has an AED but not full cardiac monitoring technology.
  - If a rescue team has extrication equipment but not a hydraulic cutting tool or hydraulic ram.

- If a rescue team has the ability to do high-angle rescues but they don't have enough rope, harnesses and rescue gear to gear up more than one rescuer at a time.

### Items Frequently Approved for Funding:

**List is not all-inclusive.**

- AEDs;
- Nozzles;
- Thermal imaging camera(s);
- Turnout gear;
- Protective hoods; and
- Gloves.

### Items Frequently Denied for Funding:

**List is not all-inclusive.**

- Drones;
- Office furniture;
- Panic alarms;
- Construction or renovation materials;
- Vehicles;
- Give-away or swag items;
- Exercise equipment;
- Tactical supplies including but not limited to:
  - Ammunition;
  - Tasers;
  - Gun racks; and
  - Night vision binoculars.
- Child identification packs; and
- Ceremonial equipment.

### Budget

When completing the budget, please consider if the budget items requested are reasonable, necessary and allowable under the funding stream. Furthermore, please include sufficient justification to explain the necessity of each budgeted item. If any questions arise when completing the budget section of the application, please contact the IDHS Grants Section at [grants@dhs.in.gov](mailto:grants@dhs.in.gov) for clarification or technical assistance.



## APPLICATION EVALUATION

The applications will be reviewed by the Indiana Homeland Security Foundation Project Committee. All applications submitted under this NOFO are scored by no less than three members of the Project Committee who will forward funding recommendations to the Indiana Homeland Security Foundation Board for consideration.

**Application submission does not guarantee funding.**

## AWARD NOTIFICATION

IDHS Grants Management will contact Foundation Grant sub-recipients via email when funding determinations have been finalized. If awarded funding, Foundation Grant sub-recipients will receive an award letter including the following information:

- Sub-recipient name
- Sub-recipient award amount
- Sub-recipient performance period

The award letter will provide any special conditions that must be met or resolved prior to reimbursement.

Sub-recipients may be asked to adjust their budgets as a special condition of the award. Budget modifications must be submitted through IntelliGrants and approved before a grant agreement can be sent for signature through the state's e-contracting process.

Sub-recipients must confirm acceptance of the Foundation Grant award. Directions for acceptance can be found within the award letter.

**All funding decisions are final. The Foundation Board, at its sole discretion, has the ability to consider additional factors other than those listed within this NOFO.**

NOTE: IDHS must run clearance checks with the Department of Workforce Development, Department of Revenue and Indiana Secretary of State. If an applicant is not in good standing or has an outstanding issue with the State of Indiana, then the applicant cannot receive an award or go through the contracting process until these issues are addressed and made current. In the event IDHS finds that your entity does not pass a clearance check, IDHS will notify you and ask that you work with these agencies to correct the issue. IDHS cannot correct this issue for you.

## REPORTING

### Program and Fiscal Reports

A report schedule will be provided to sub-recipients following award notification. Program and fiscal reports serve an important function within the overarching grant cycle. Program reports can serve as a means of communication between sub-recipients and Indiana Department of Homeland Security (IDHS) Grants Management. For example, the sub-recipients are asked to indicate if barriers exist to achieving project success. Indiana Department of Homeland Security (IDHS) Grants Management asks this question to determine if technical assistance is needed to assist sub-recipients. The information entered into the program reports is critical to ensuring the Foundation fund is supported in future congressional sessions.

Program reports are a requirement of the Foundation Grant program and should be submitted in a timely fashion. Incomplete, incorrect or late reports could impact an applicant's ability to receive future grant funding with Indiana Department of Homeland Security (IDHS). Program reports will need to be submitted and approved before a fiscal report can be generated.

### Closeout Reporting Requirements

IDHS Grants Staff will close out the grant sub-award when all applicable administrative actions and all required work of the award have been completed by the sub-recipient. This section summarizes the actions that the sub-recipient must take to complete the closeout process in accordance with IDHS policy and procedure.

Within 45 days of the end of the period of performance, sub-recipients must submit a final program report detailing accomplishments throughout the period of performance and a qualitative summary outlining the impact of all the accomplishments grant funds supported. If the final program report omits activities, the report will be returned, and additional information will need to be included in order to satisfy this requirement.

Funding obligations must be made prior to the end of the performance period listed in the grant agreement. All outstanding expenses must be paid and final requests for expenditures must be submitted within 45 days of the end of the period of performance.

## DATES TO KNOW

<b>Application Deadline</b>	June 15, 2020
<b>Period of Performance</b>	July 1, 2020 – June 30, 2021
<b>Liquidation Period</b>	July 1, 2021 – August 15, 2021

## MONITORING

IDHS Grants staff must monitor sub-recipients as a requirement of the award to assure compliance with applicable state requirements and performance expectations are being achieved.



## APPENDIX A: APPLICATION INFORMATION

The online FY21 Foundation Grant program application is available through IDHS's grants management system, [IntelliGrants](#) (click on link). All required forms have been incorporated into the online Foundation Grant application.

Applicants can save, retrieve, update and revise their work through the end of the application period prior to submission. Applicants should save their work often as the electronic application includes a time-out feature. If no "save" activity is detected for a period of time, the application will time out and all information that is not saved could be lost. Therefore, it is recommended that applicants type information offline using a word processing program and cut-and-paste the text into the appropriate sections within the application to avoid losing any information.

The automated system does not allow an applicant to submit an incomplete application and alerts the applicant when required information has not been entered.

### Grant Application Mechanism and Methodology

Grant applications and budgets are to be completed via the IntelliGrants system.

Once the applicant has all the required information listed within this NOFO and is logged into IntelliGrants, applicants should click on the following boxes or select from the drop-down menu to begin their application:

1. Click "View Opportunities" under the header "View Available Proposals";
2. Select "Indiana Department of Homeland Security";
3. Click "Filter";
4. Click "Apply Now" for IDHS Foundation Grant (Foundation Grant) Application 2021; and then
5. Click "I Agree" once you are ready to apply for the Indiana Department of Homeland Security's 2021 Foundation Grant Application.

### Grant Application Framework

The following is an outline of the FY21 Foundation application within IntelliGrants. This has been provided as a guide for applicants to utilize when preparing to write an application for funding.

There are five (5) sections (Application, Foundation Grant, Budget Forms, Certification and Required Attachments) under the Forms Menu header to be completed or that will be auto-populated for the FY21 Foundation Grant application. The fields within the forms are a mixture of drop-down boxes, blank fields and checkboxes.

#### Application Section:

1. Contact Information
  - a. Organization
    - i. Select your organization's county from drop-down box.
    - ii. Enter your organization's "true" Bidder ID (Contact IDHS Grants if assistance is needed. Do not enter all zeros or numbers other than your organization's registered bidder number.)
  - b. Project Location
    - i. Select your organization's county from drop-down box.
    - ii. If address is same as Organization subsection above, check the box "Same as above."



- iii. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
  - iv. Complete the phone number, fax number (if applicable) and email boxes.
- c. Project Director: The main point of contact who will initiate and submit the grant application.
  - i. Select Project Director's name from the drop-down box.
  - ii. If address is same as Organization subsection above, check the box "Same as above".
  - iii. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
  - iv. Complete the phone number, fax number (if applicable) and email boxes even if it is the same as the subsection above.
- d. Fiscal Agent: The main point of contact for financial information for the organization.
  - i. Type in name and title of fiscal agent.
  - ii. Fill in name of organization if different than the applying organization.
  - iii. If address is same as Organization subsection above, check the box "Same as above."
  - iv. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
  - v. Complete the phone number, fax number (if applicable), and email boxes even if it is the same as the subsection(s) above.
- e. Alternative Contact: A second point of contact for the grant to serve as an alternative for the project director.
  - i. Type in name of signatory that is different than the project director.
  - ii. Fill in appropriate address boxes including city, state and zip.
  - iii. Complete the phone number with the following format even if it is the same as the subsection above
  - iv. Complete the phone number, fax number (if applicable) and email boxes.
- f. Signatory: The person who is able to sign the grant agreement on behalf of your organization. If awarded, the signatory will receive an email to the email provided notifying the signatory the contract is ready to sign. Signatories must use the external signer username and password to log into the State Contract Management (SCM) portal and sign the award agreement. New signatories will receive a separate email with her or his external signer username and a temporary password. Existing signatories will only receive the email requesting signature of the award agreement
  - i. Type in name of signatory if different than the project director.
  - ii. If signatory is different than the project director, fill in appropriate address boxes including city, state and zip.
  - iii. If the signatory is the same as the project director, check the box "Same as Project Director."
  - iv. Complete the phone number, fax number (if applicable) and email boxes even if it is the same as one or more of the subsection(s) above.
- g. IDHS funding
  - i. This is a "yes" or "no" radio button for applicants who have received Foundation funding from IDHS in the last 24 months. When selecting "yes," additional questions will auto-populate in the next section.
- h. Disclosure of other funding related to Public Safety.
  - i. This is a "yes" or "no" radio button for applicants who receive grant funding for public safety from other funding sources. When selecting "yes," additional questions will auto-populate in the next section.



## 2. Project Title & Funding Profile

- a. Project Title
  - i. Type in your organization's project title.
- b. Project Summary: This is a blank field for applicants to provide a detailed description of the project.
  - i. A strong project summary will include a clear and full description of the proposed project, solutions or remedies to the problem or issues identified, and a listing of any partners involved in the project using no more than 4000 characters.
- c. New or Continuation project: This is a drop-down box for the applicant to select one of the following choices based on the option that best describes their project.
  - i. New project
    - 1. Select this option if the project has not been previously funded through the Foundation program.
      - a. Applicants who have received funding for one type of activity (i.e. equipment) and are currently seeking support for another activity should select the "New project" option.
  - ii. Continuation project
    - 1. Select this option if the project has been previously funded through the Foundation program.
- d. Previous IDHS Funding
  - i. If "yes" was selected on the previous page, this table is auto-populated.
    - 1. Applicants should:
      - a. Enter the year of the award;
      - b. Select the grant name;
      - c. Enter the amount of the funding received; and
      - d. The purpose/project scope of the award within the past 24 months.
        - i. For example: Entity "X" received \$4,000 to purchase AED's in FY2020 from the Foundation Grant.
- e. Disclosure of Grant Funding
  - i. If "yes" was selected on the previous page, this table is auto-populated.
    - 1. Applicants should:
      - a. Enter the year of the award;
      - b. Select the grant name;
      - c. Enter the amount of the funding received; and
      - d. The purpose/project scope of the award within the past 24 months.
        - i. For example: Entity "X" received \$20,000 from the Indiana Criminal Justice Institute to purchase equipment in FY 2018.

## 3. Problem Statement & Analysis

- a. Problem Statement & Analysis
  - i. This section asks applicants to provide a justification of the proposed project. In the text boxes, provide a summary of the problem to be addressed by the project, how it was discovered and how it can be alleviated.
- b. Project Description
  - i. This is a blank field for the applicant to provide a detailed description of the full project.
- c. Funding Sustainability

- i. This is a blank field for applicants to identify a strategy of obtaining permanent financial support.
      - 1. Applicants should provide an estimated funding plan (i.e. a self-imposed step down plan) for the next three years, showing the anticipated levels of Foundation funding. Applicants should describe the amount and include three (3) potential funding source(s). Applicants should give consideration regarding future maintenance costs, material costs, etc. and explain how those costs will be paid.
  - d. Challenges
    - i. This is a blank field for applicants to describe any non-financial challenges that may influence the ability to successfully complete the proposed project.
      - 1. If challenges do not exist, an applicant must indicate this and explain why the project will not encounter any challenges.
  - e. Project Milestones **(must fall within the period of performance of July 1, 2020 through June 30, 2021)**
    - i. This is a blank table for applicants to identify the proposed project's milestones.
      - 1. Applicants must describe the proposed project's milestones. Milestones are a critical point of achievement for applicants to demonstrate progress towards an objective or goal. In effect, these are mini-performance targets marking specific incremental progress that build up to achieving the overarching goal of the proposed project.
- 4. Goals, Objectives & Outcomes
  - a. This section is in regards to the project's goals, objectives and outcomes. A project may have more than one goal. If a project does have more than one goal, this will need to be added by clicking on the "ADD" button at the top of the screen after the "Save" button has been clicked.
    - i. Goals
      - 1. Applicants must identify the goal(s) of the proposed project and how grant funds will be used to support the project. The goals must be specific, measurable, attainable, relevant and time-bound.
    - ii. Categories
      - 1. Please select one or more of the categories below in which your project best fits for the Foundation grant in which you are applying (the list is derived to accommodate all IDHS grants):
        - a. Life Saving Activities
        - b. Day-to-day Operations
        - c. Improving Existing Capabilities
        - d. Emergency Management
        - e. Public Safety Improvements
        - f. School Safety
        - g. Terrorism Preparedness
        - h. Other: if selecting "other," please specify the category in the blank text box.
    - iii. Objectives
      - 1. The proposed project's goal(s) must be followed with objectives that will identify how the gaps/shortfall will be lessened with the completion of the project. The objectives must be specific, measurable, attainable, relevant and time-bound.
        - a. Select the plus (+) button if additional "Objective" space is needed.
    - iv. Outcomes



1. The proposed project's objective(s) must be followed with outcomes that will identify how the gaps/shortfall will be lessened with the completion of the project. The outcomes are the desired changes or results the proposed project will eventually accomplish. They are the desired end-state, which the applicant strives to achieve and can include visionary language. Project outcomes show the gap between what is and what could be. The outcomes must be specific, measurable, attainable, relevant and time-bound.
  - a. Select the plus (+) button if additional "Objective" space is needed.
- v. Outcome Category
  1. Please select one of the following categories in which describe the outcome:
    - a. Exercise
    - b. Training
    - c. Personnel
    - d. Plans
    - e. Equipment/Supplies
    - f. Other: if selecting "other," please specify the category in the blank text box.

#### Foundation Grant Section:

##### 1. Foundation Project Summary

- a. Are the requested expenditures tied to a federal mandate?
  - i. If yes is selected, please explain how they are tied to federal mandate.
- a. Priority Area: Select one of the following priority areas in which your project best fits.
  - i. Life Safety
  - ii. Standard Operational items
  - iii. Supplementing Current Capabilities
- b. Will certification of the applying entity be adversely affected if grant funding is not received?
  - i. If yes is selected, please explain how the entity will be adversely affected.
- c. Applicant Type: Select from the applicant type drop-down list
  - i. Fire Department(s)
  - ii. Emergency Management Agency(ies)
  - iii. Emergency Medical Services
  - iv. Law Enforcement
  - v. Other: if other is selected please specify
- d. Additional Questions
  - i. What is the total number of first responders within the applicant organization?
  - ii. What is the total number of full-time personnel within the applicant organization?
  - iii. What is the total number of part-time personnel within the applicant organization?
  - iv. What is the total number of volunteers within the applicant organization?
  - v. What is the annual operating budget for the applicant organization?
  - vi. What is the annual personnel budget for the applicant organization?

##### 2. Promotional Information: The following questions pertain to the promotional sales of the Homeland Security Foundation license plates.

- a. Is the applying entity aware of the Homeland Security Foundation license plate?
  - i. If yes is selected, please explain how the applying entity learned about the Homeland Security Foundation license plate.

- a. Does the applying entity actively promote the Homeland Security Foundation license plate sales?
  - i. If yes is selected, please indicate how the applying entity promotes the sale of the Homeland Security Foundation license plate.
  - ii. If no is selected, please indicate how the applying entity will do so in the future.

### Budget Forms Section

Applicants must include project expenditures in the budget section. Applicants are required to provide a clear and detailed explanation for each line-item entry (i.e. a description of the item, how the item will be utilized, and why the item is necessary for the project). The line-items should directly correspond to the project.

A supply page and an equipment page will populate for each application. Below are the definitions for supplies and equipment.

**Supplies:** Defined as expendable tangible personal property having per unit cost threshold of less than \$500.00.

**Equipment:** Defined as any non-expendable personal property (including information technology systems) having per unit cost threshold greater than or equal to \$500.00 and a useful life of one or more years. Three (3) quotes for expenditures which exceed \$500.00 are required through 2 CFR 200.320 (a) – (f).

#### 1. Supplies Budget Section:

- a. This section is for funding requests under \$500.
  - i. Supply Item
  - i. Item Description
  - ii. Number of Units
  - iii. Price Per Unit
  - iv. Percentage (Percentage of grant funds to be used for the supply item.)
- b. Supply Budget Narrative questions:
  - i. How will the supplies facilitate meeting the stated project goals and objectives?
  - ii. If an increase of funding is being requested to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded.

#### 2. Equipment Budget Section

- a. This section is for funding requests over \$500. Please prioritize your equipment request if applying for more than one piece of equipment.
  - i. Equipment Item
  - ii. Item Description
  - iii. Number of Units
  - iv. Price Per Item
  - v. Percentage (Percentage of grant funds to be used for the equipment item.)
  - vi. Will the equipment be sole-sourced? If so, provide a brief justification as to why this item will be sole-sourced. This will only be required if the “yes” radio button was selected.
- b. Equipment Budget Narrative questions:
  - i. How will purchasing equipment facilitate meeting the stated project goals and



- objectives?
- ii. If requesting more than one piece of equipment, please prioritize the requests.
  - iii. If an increase of funding is being requested to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded.

3. Budget Summary: The data in this form is auto-populated from the application answers.

#### Certification Section:

1. Certified Assurances and Special Provisions: There are three checkboxes certifying that the information contained in the grant application is accurate. Once all checkboxes have been completed, click on either the "Save/Next" or the "Save" button to allow the signature and date to appear at the bottom of this form.

#### Required Attachments Section

1. Asks for information regarding grant specifics and requirements:
  - a. When requesting equipment, please upload the quotes obtained in this section.
  - b. Please upload any other pertinent information regarding your application.

#### Submitting Application

Before submitting the application, it is highly recommended to check for oversights by clicking the "global errors" button at the top of the screen. This will show any application forms that have errors and gives the opportunity to correct them.

**Once the application has been submitted in the IntelliGrants system, IDHS is unable to return any application back to the applicant for any reason.**

## APPENDIX B: REQUIRED REGISTRATIONS

### Vendor Registration with the State of Indiana

Applicants must be an active vendor in good standing with the State of Indiana. To register as a vendor with the state, please visit the State of Indiana Auditor's website at: <http://www.in.gov/auditor/924.htm> and complete the **W-9 Form** and **Automated Direct Deposit Authorization Agreement SF# 47551**. Applicants must use the IRS legal name of the entity on these forms.

Please send the completed forms to the IDHS Grants Section inbox: [grants@dhs.in.gov](mailto:grants@dhs.in.gov) with the subject "**Vendor Number Application for [insert your applicant name here]**."

Once received, the forms will then be given to a project manager to ensure a timely registration. Please plan accordingly and allow for a minimum of 10 business days for this registration process to be completed once forms have been submitted. IDHS must relay this information to the Auditor's office for processing and does not have control over the speed at which the vendor form is processed. High volume of requests to the Auditor's office will sometimes delay this process more than two weeks.

Once the completed forms have been processed and a vendor number has been generated, IDHS Grants staff will contact the applicant with the applicant's vendor number.

Applicants who are unsure if a vendor number has already been registered for their agency should submit a [Grants Support Ticket](#) (click on link) for verification. **A vendor can only have one vendor number because the vendor number is linked to a vendor's federal tax ID (FEIN)**. In order to verify the vendor information on file with the State, IDHS will need to have the correct FEIN.

### Bidder Registration with the State of Indiana

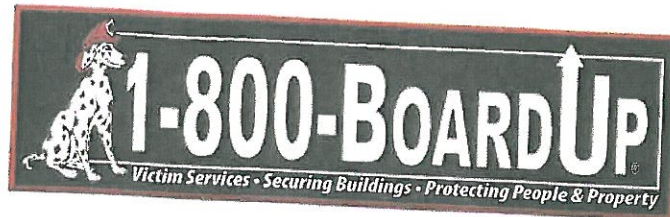
The State of Indiana requires all entities that receive funds from the state to be registered as a bidder. **An applicant can begin the bidder registration process while a vendor number is being processed.** There is no cost to become a registered bidder and the process takes approximately twenty minutes to complete.

To become a registered bidder, applicants must go to this link: <http://www.in.gov/idoa/2464.htm>. After clicking on the link, click on the "Create New Bidder Profile" tab to start the registration process.

The State of Indiana will run a nightly batch process that will link your vendor number to your bidder registration number, but this process will not be run if your bidder registration is not fully completed. You will not be able to receive any funding if these two numbers are not synced.

If these processes have already been completed, the requirement has been met. Applicants should not duplicate the processes. Please keep in mind that until these processes are complete, a grant application will not be accepted.





THE FILE STORE

1469.5

MAJESTIC PAC IA FBI LENDING  
ECONOMICAL HOOD NFPA 1571 \$29.39  
(50 QUANTITY)

BOUND TIRE MED. 797.94

BONE INJECTION GUN  
\$132.99 3 ADULT/3 PETS

AMERICAN AED.COM

ZOLL AED PLUS COMPLETE AED PACKAGE

\$1,699.00

(TOTAL 3966.44)

Each office independently owned and operated